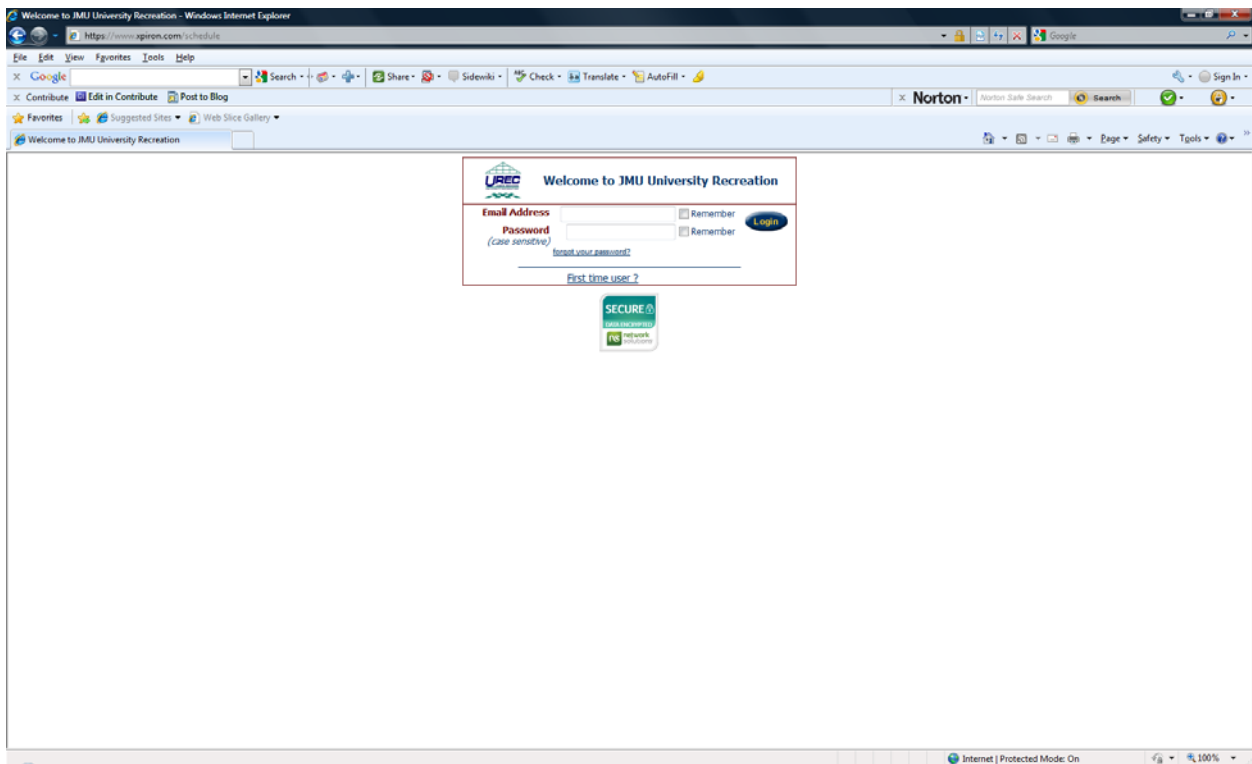


## Instructions Changing UREC Xpiron Email

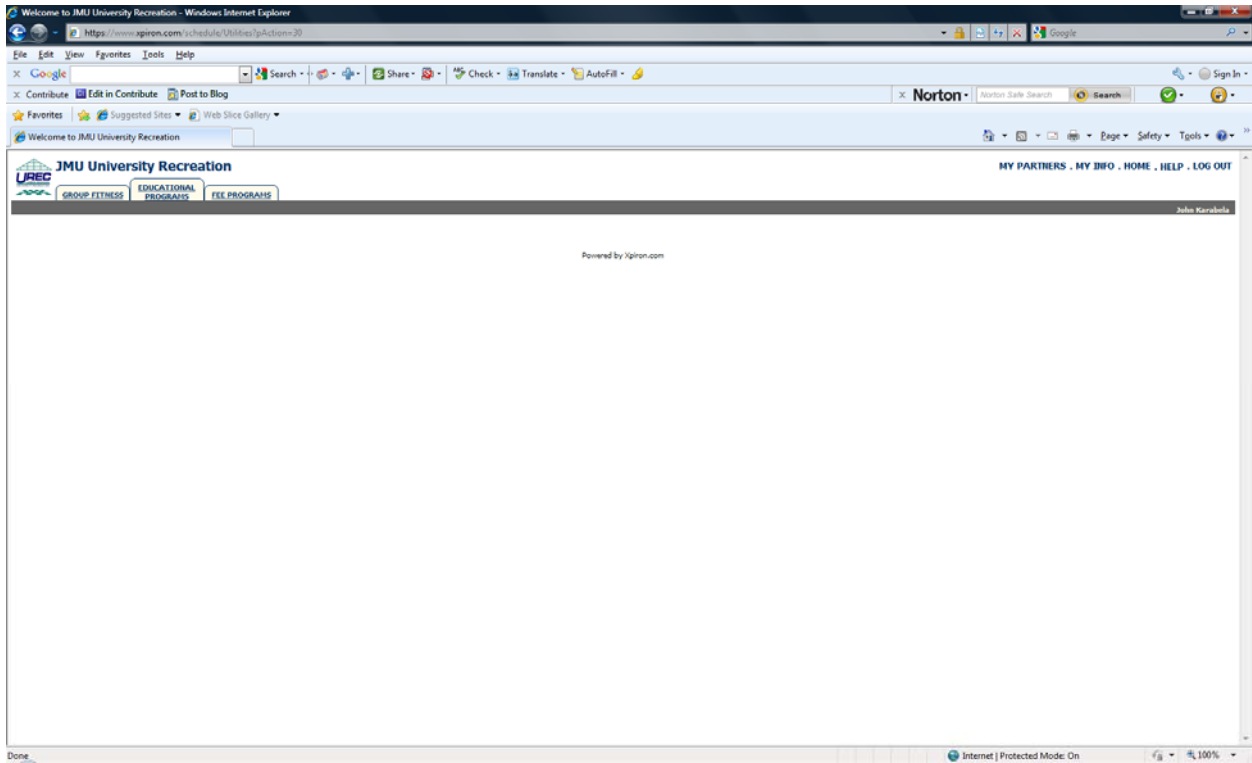
**ATTENTION:** changing your email address will **log you out** and **reset your password**. You will receive your new password in a message that will be sent to your new email address. Remember, you will need to log in using your new email address.

Please be very careful to enter the correct email address to ensure that you can continue to use this system.

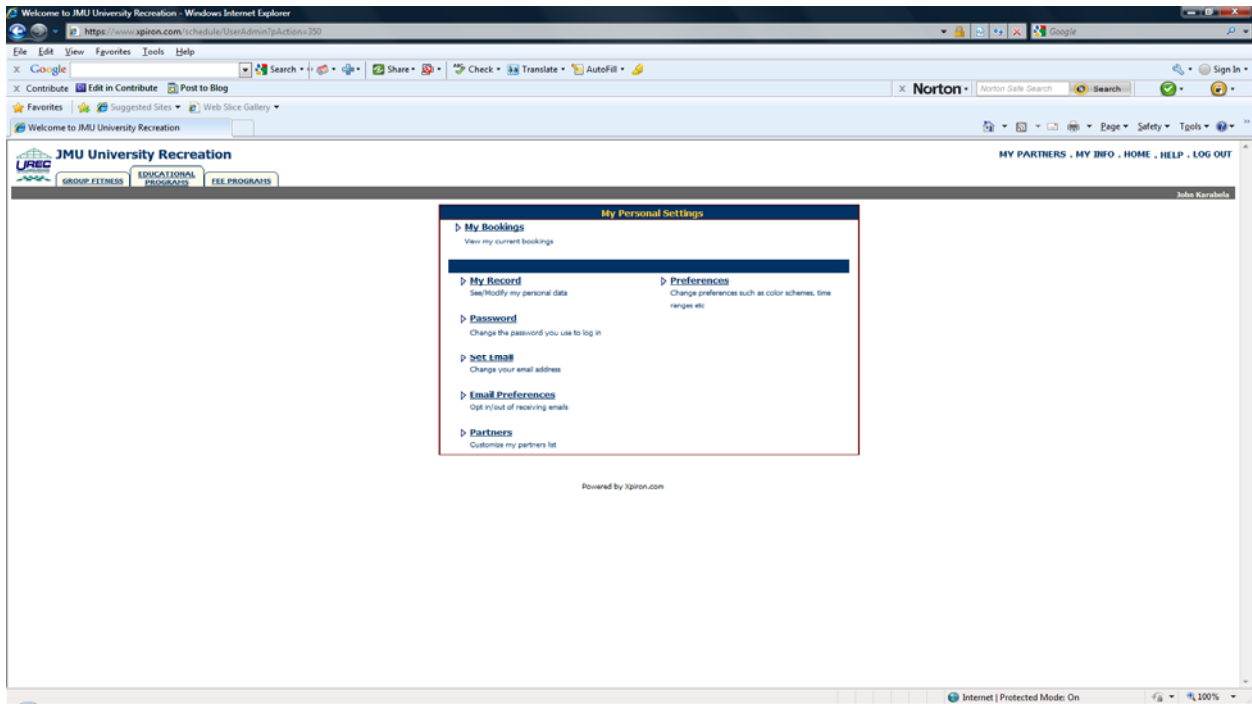
1. Log-in to the web site.



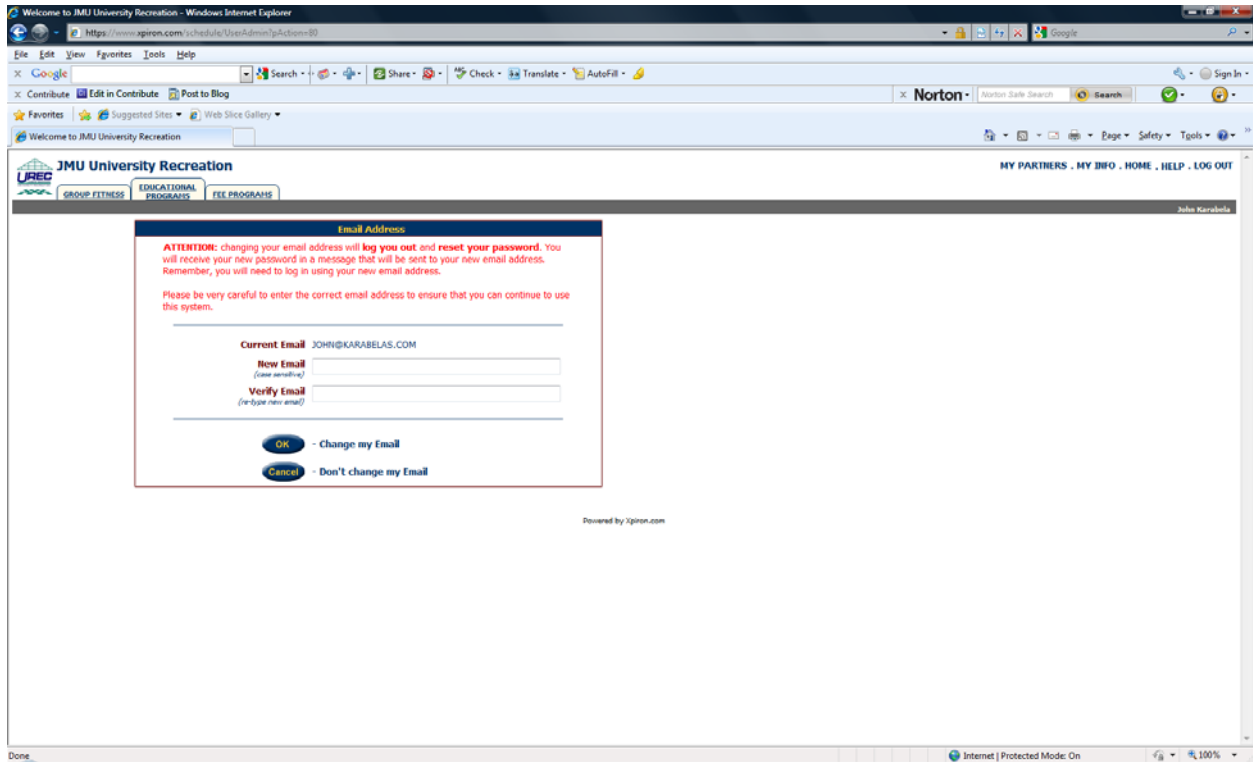
2. Click on **My Info** (top right-hand corner of the screen).



3. Click on **Set Email**.

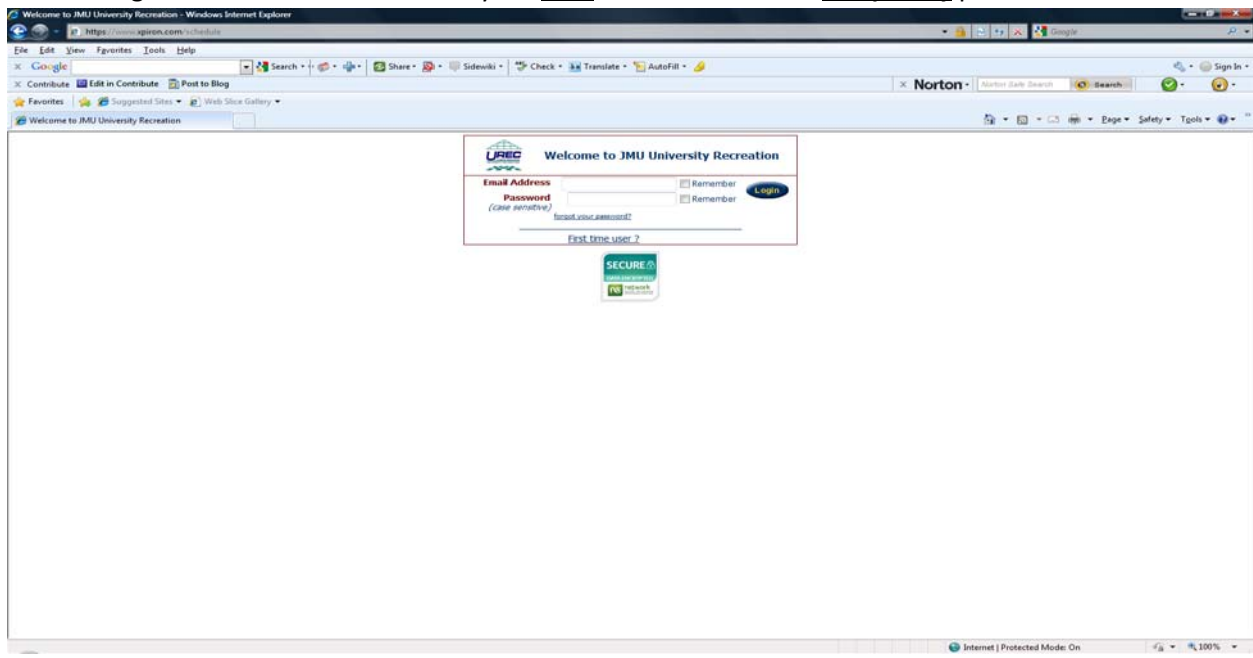


4. Change your email address and click **OK**.

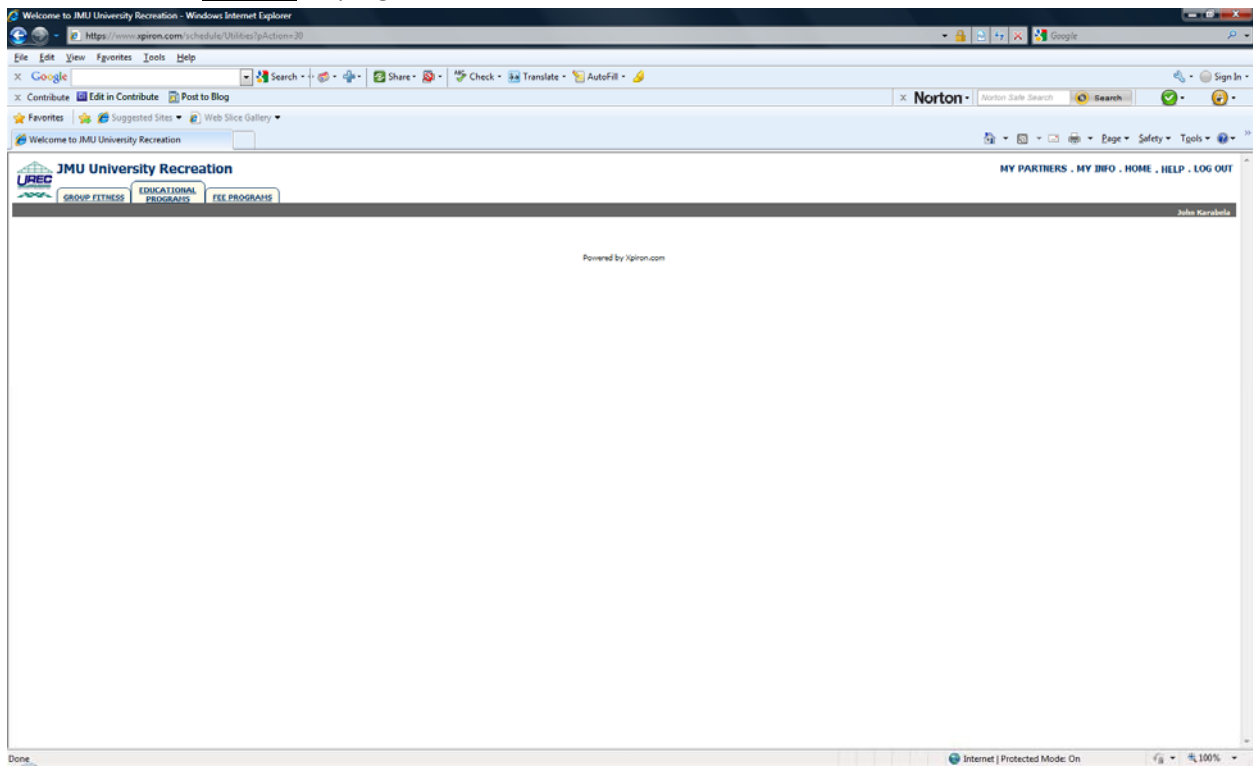


5. Check your new email address for the temporary password (Check your Junk Mail Folder).

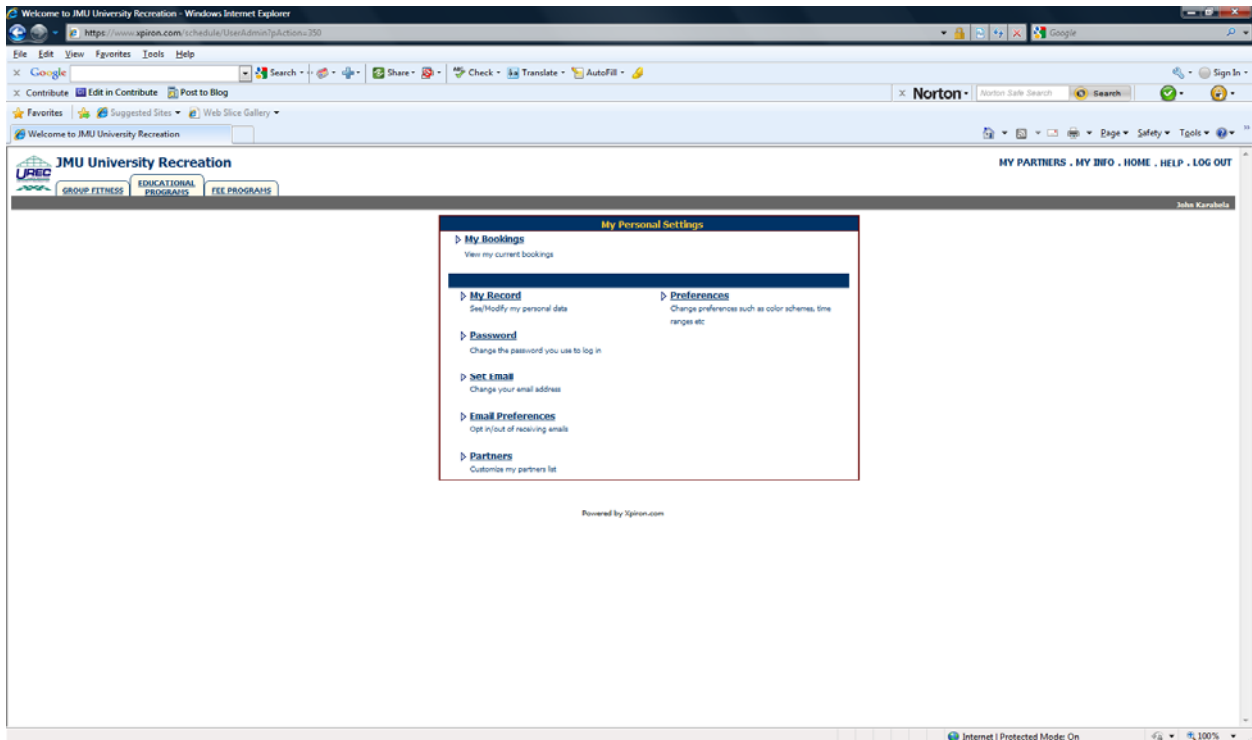
6. Log back into the web site with your **new** email address and **temporary** password.



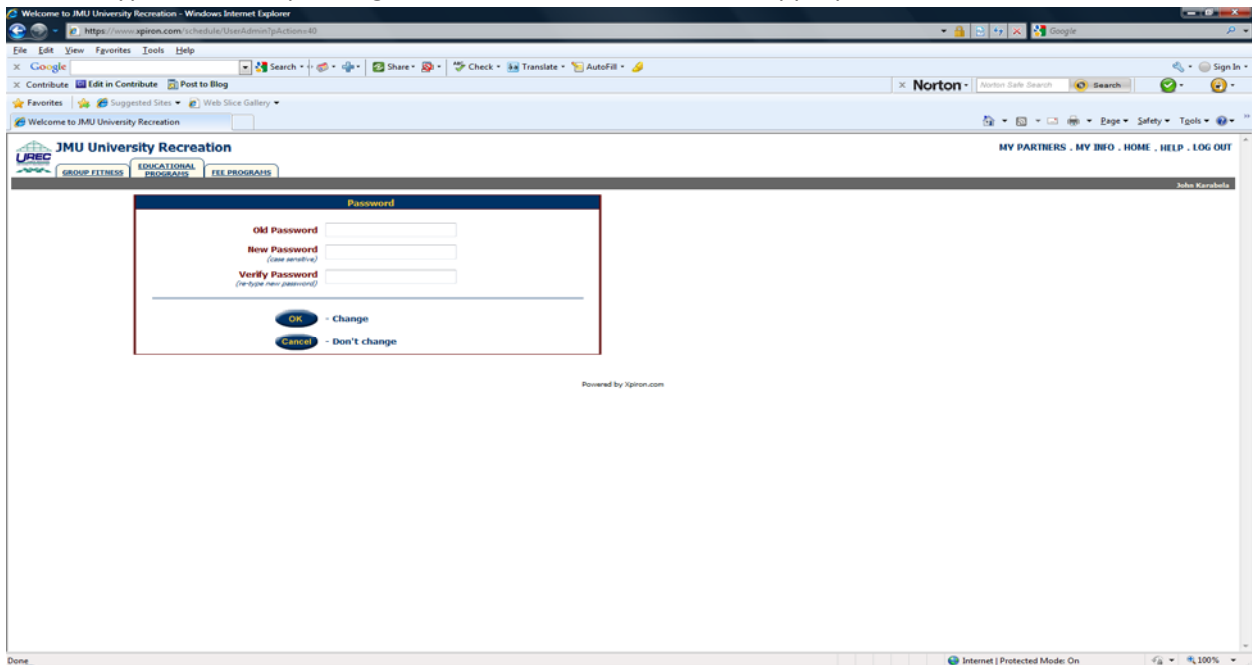
7. Click on **My Info** (top right-hand corner of the screen).



8. Click on **Password**.



9. Type the corresponding **Password** information into the appropriate text boxes and click on **OK**.



10. Ready to **Book** using your new Email address.